



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 14-049

- OPEN TO:** **All U.S Mission In-House Qualified Candidates/
All Bangladeshi Interested Qualified Candidates**
- POSITION:** **Environmental Management Coordinator, FSN-09**

(Salary approx. Tk. 91,200 per month).

**Depending on qualifications and experience,
Incumbent may be hired at a trainee grade
(Lower than the position grade.)**
- OPENING DATE:** **August 14, 2014**
- CLOSING DATE:** **September 07, 2014**
- WORK HOURS:** Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of Environmental Management Coordinator in the Office of Economic Growth (EG).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.



BASIC FUNCTION:

This position is located in the Environment Team, Office of Economic Growth (EG), USAID/Bangladesh. The incumbent serves as an Environmental Management Coordinator for the Mission's growing environment sector activities. S/he will be a dynamic person committed to global climate change (GCC) mitigation and adaptation, natural resources management and pro-poor economic growth. S/he works independently to provide program management support to the Deputy Office Director for Environment and the Director, EG Office. S/he serves as an activity manager, alternate AOR and/or COR. The incumbent provides support to the Environment Team in all areas of project management, compilation of reports and/or presentations required by the Mission and USAID/Washington, other offices in USAID/Bangladesh and the Government of Bangladesh; as well as research and systems development and management. S/he also assists in monitoring environmental compliance of the USAID/Bangladesh's activity portfolio. The incumbent works with and reports to the Deputy Office Director for Environment to ensure the development and successful implementation of all bilateral activities in the GCC, natural resources conservation and livelihood sectors.

MAJOR DUTIES AND RESPONSIBILITIES:

Under the direction of the EG Office Deputy Office Director for Environment the incumbent works independently to accomplish the following:

Project management and monitoring:

The incumbent serves as an activity manager, AOR, COR, or alternate AOR and/or COR for projects. S/he directly supports the USAID Mission Director in managing Arranyak Foundation grant program, leading the grant approval process and board member formation for projects.

The incumbent closely works with the project managers in monitoring project performance at all levels of implementation as well as updating the Environment Team's performance monitoring plan (PMP) under the guidance of the Deputy Office Director for Environment. S/he provides Performance Plan and Report (PPR) guidance, collects data on indicators, develops a draft PPR for environment portfolio, and uploads data into FACTS Info. S/he supports program managers in conducting Data Quality Assessments, monitors partner data collection and reporting systems, coordinates with partners on events and indicator guidance, and ensures compliance with USAID branding regulations.



S/he supports the Economic Growth (EG) Deputy Office Director and the Office Director in developing and maintaining strong working relationships with GOB and donor counterparts. S/he provides strategic input regarding future programs and direction of the Environment Team.

S/he also assists the internal program evaluation teams that often include USAID/Washington environmental professionals. S/he works on technical evaluation committees for project awards if required.

Communication

Working closely with project managers the incumbent reviews and edits success stories, ensures the stories are in the required format, obtains necessary clearances, and assists in preparing portfolio presentations. S/he maintains close liaison with the communications coordinators of the implementing partners and PRO/DOC staff. S/he also organizes high level meetings and events; drafts and edits press releases; prepares building blocks and scene setters; acts as point of contact for large events; leads environment portions of events; prepares environment activity summaries, project briefs, and sector briefs; drafts weekly reports; regularly coordinates visits with GOB ministries; and compiles and leads presentations for special events and GOB counterparts. S/he also coordinates high level visits by organizing site visits, events, and meetings. S/he advises on environment sites for official visits and assesses project events and visits. S/he also drafts action memoranda and letters to GOB counterparts.

Other

S/he supports Mission Environmental Officer (MEO) in monitoring environmental compliance of the Mission funded programs and helps review Initial Environmental Examinations (IEE) as required. The incumbent will perform other similar and related duties as assigned by the supervisor.

The incumbent is responsible for operating USAID information systems and information security to a level of "Separation of Duties", "Individual Accountability" and "Need to Know" as defined in ADS 545.3.2.1 and also below:

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.



Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

QUALIFICATIONS REQUIRED:

SELECTION CRITERIA:

- 1. Education:** A 4-year Bachelor's degree in environmental science, environmental management or social science is required. Master's degree is desirable. *(You must attach a copy of your certificate along with your application form.)*
15 points
- 2. Prior Work Experience:** At least three years' experience in the field of environmental management is required and intensive writing and research experience and skills are desired. General familiarity with development programming in Bangladesh or USAID-related work is desired.
35 points
- 3. Knowledge:** Knowledge of the Bangladesh environment, climate change, and/or natural resources sectors and institutions working in the field required. Incumbent must have knowledge of environment, climate change, and/or natural resources problems, policies and issues in Bangladesh and familiarity with regional conservation issues and environmental problems and activities is strongly desired. The incumbent should also be acquainted with the latest developments in environment, climate change, and/or natural resources management models. Knowledge of the work of donor agencies in Bangladesh in environment, climate change, and/or natural resources related activities is desired. Knowledge of key policy areas and constraints for environmental, climate change, and/or natural resource management is desired. Knowledge of relevant Ministry partners and various roles and responsibilities of each is desired.
25 points



- 4. Skills and Abilities:** Excellent skills in oral and written English and Bangla communication are required. Proficiency in word processing and spreadsheet applications, including typing skills in English, is required. The ability to draft complex documents is necessary. The incumbent must have professional poise, maturity and self-confidence to make pragmatic judgments and to work independently.

25 points

ADDITIONAL SELECTION CRITERIA:

Language Proficiency: Level IV (fluent knowledge) English proficiency is required. Fluent in native language “Bangla” proficiency is required. English language proficiency will be tested.

The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.

Current employees serving a probationary period are not eligible to apply.

NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period. Current employees recently promoted to a new position must have approval from a supervisor to apply.

Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

The candidate must be able to obtain and hold a security clearance.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test, written technical examinations and oral interviews. The probationary period for this position is **one year**.



TO APPLY:

Interested Bangladeshi qualified candidates are requested to submit the completed and signed Official Form OF-612 or DS-174 along with a cover letter and resume. **Form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand. A copy of the blank form is also attached hereto for your convenience.

[Application Form OF-612](#)

[Application Form DS-174](#)

All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:

- I) A passport size photograph (taken within six months),**
- II) A copy of Passport or Voter ID or Driver's License, and**
- III) A copy of educational or trade school certificate as required.**

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- FAX: (880-2) 8823648
- By Hand with No Sealed Envelope **at the South Barrier of the U.S. Embassy**

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212



DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

NOTE: *Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. Women and members of minority groups are encouraged to apply.